

C-O-N-F-I-D-E-N-T-I-A-L

INSTRUCTION NO.
LI 45-20

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LOGISTICS
Revised 14 July 1976

SUBJECT: The Supply Division Small Purchases Branch

REF : Book Dispatch

25X

1. PURPOSE

This Instruction provides policy governing the operation of the Small Purchases Branch (SPB) in the Office of Logistics, Supply Division, which has been established to provide an Agency-sterile, quick-reaction, procurement service in support of customer requirements.

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2. SCOPE

a. The basic function of SPB will be procurement of low-cost, common items which will be handled outside the formalized Materiel Procurement Account / Property Requisitioning Authority (MPA/PRA) and Financial Property Accountability (FPA) systems.

b. The SPB will not handle, or otherwise accept, requests for:

(1) Materiel presently available in Agency stocks.

(2) Items peculiar to the Agency.

(3) Items listed in

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(4) Drugs or medicines.

(5)

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- (6) Items requiring technical office research or test and inspection.
- (7) Items that would not normally be purchased by the General Services Administration (GSA).
- (8) Items requiring more than 30 days to complete action from receipt of the request to shipment.
- (9) Accommodation or reimbursable procurements.
- c. Purchases are limited to items having a unit cost of ~~\$200~~^{# 300} or less with a further limitation of \$2,500 per line item or order to a single vendor. Purchases will normally be made within the Washington Metropolitan area. Any exceptions to the ~~\$200~~^{per LN 5-45} limitation must be approved by the Chief, ^{# 300}

3. GENERAL

a.

- b. Customer requests with an appropriately assigned Document Control Number (DCN) may be submitted on a single sheet xeroxed copy of the Form 88 (preferred), by memorandum, dispatch, or cable. Within CONUS, U.S. mail channels may be used. The letter mailing address for SPB is:

Small Purchases Unit

Cables and dispatches intended for SPB action must contain the indicator. Customers will be required to

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clearly annotate all requisitions, including those forwarded by letter or memorandum, with the legend "FOR SPB--NON-FPA." Requisitions must cite the appropriate Financial Analysis Number (FAN) for the funds to be used. The OL/SD is the action component for

4. RESPONSIBILITIES AND AUTHORITIES

- a. The Chief, SPB, will be responsible for procurement of materiel within the restrictions as set forth in paragraph 2 above.
- b. The Finance Officer, will maintain control and certify funds expended by SPB.
- c. Payments for purchases may be made by any of the following methods, as appropriate:
- (1) Commercial Vendor
 - (a) Cash
 - (b) U.S. Treasury Check
 - (2) GSA Self-Service Store
 - (a) GSA Charge-a-Plate
 - (b) GSA Purchase Order
 - (c) Cash

The SPB will obtain receipts or other appropriate documentation in support of purchase actions so that the Finance Officer, can certify expenditures in accordance with established financial procedures.


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- d. The SPB will insert in the number one container for each delivery or shipment a sterilized copy of the vendor's invoice identifying the transaction, stamped "NON-FPA" and stating the DCN, FAN, line item numbers, total cost, and whether a "direct" (request made to SPB) or a "diversion" (see paragraph f below).
- e. If SPB receives a Headquarters-originated request for materiel it cannot procure or otherwise service, it will notify the requisitioner that the request, or a particular line item, has been cancelled. If the request was field-originated, the appropriate Headquarters cognizant office will be contacted. In either case, the Headquarters component will then be responsible for initiation of a requisition (Form 88) through normal channels for the cancelled item(s), citing PRA in lieu of funds.
- f. The OL/SD may divert action to SPB on requisitions, or individual line items of requisitions, sent through the normal requisitioning channel, if the materiel can be more appropriately procured by SPB. In this case, the requisitioning office will be advised of the diversion by annotations on the edited copy of the Form 88 which will allow the requisitioning office budget and fiscal officer to adjust his records.


JAMES H. McDONALD
Director of Logistics

cc: ea Logistics Officer

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